

JOB VACANCY ANNOUNCEMENT
(Civilian)



VACANCY #:	2021048	CLASS CODE:	3LD2
VACANCY TITLE:	Clerical Assistant II - IDACS Administration Unit		
VACANCY LOCATION:	Criminal Justice Data Division - GHQ - Indianapolis		
STARTING SALARY:	<div style="display: flex; align-items: center;"><div style="border: 1px solid black; padding: 2px 10px; text-align: center;">\$25,766.00</div><div style="margin-left: 5px; font-size: 0.8em; color: red;">***STARTING SALARY MAY BE ADJUSTED FOR EDUCATION, EXPERIENCE AND TRAINING*** ***FOR CURRENT STATE EMPLOYEES, ESTABLISHED SALARY RULES APPLY***</div></div>		
OPEN DATE:	June 11, 2021	CLOSE DATE:	June 25, 2021

Job Description: (Responsibilities/Duties)

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to provide clerical support to the Indiana Data and Communications System (IDACS) Administration Unit. To perform security checks through the IDACS and National Crime Information Center (NCIC) networks on potential system operators. To maintain online computer database files for operator password certification and security, mailing address and training reservation records.

Minimum Requirements:

A. Education, Training, Experience

All Indiana State Police employment requires a minimum of a High School Diploma or General Equivalency Degree (G.E.D.). See below for additional requirements.

Must be able to successfully complete Department typing test. Must have the ability to proof read documents with accuracy, as demonstrated by Departmental testing. Must be eligible to obtain IDACS certification within first six (6) months of employment, and maintain certification throughout tenure in the position.

B. Physical

Ability to operate and maintain office equipment to include computer, computer printer, copy and fax machines.

Additional Comments: To be considered for this position you need to apply on-line at:

Indiana State Police - Career Opportunities - Civilian Opportunities at <https://www.in.gov/isp/3627.htm>

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to ISPCivilianJobs@isp.in.gov or mail to:

Indiana State Police
Human Resources Division
100 North Senate Avenue
Indianapolis, IN 46204-2259
Attn: Brandon Lowe

Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at www.uscis.gov/files/form/i-9.pdf. Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.

Benefits

The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity

The Indiana State Police is an Equal Opportunity Employer.

AUTHORITY: Major Sorrells **CRS/sr**

by:


Personnel Officer I